

## Personnel

Wage and Salary  
AdministrationPosition  
Classification**POLICY:**

- .01 Position classifications are established based on the level of the duties and responsibilities assigned to a position and in accordance with the Laboratory's nondiscrimination policy. [See AM 101.](#)
- .02 Position classifications in each Laboratory organization must be consistent with those in all other Laboratory organizations for comparable levels of work and responsibility.

**Job Growth**

- .03 When the direction of an organization's programs provides the opportunity to expand or change job assignments, managers and supervisors are encouraged to delegate appropriate duties to enhance job assignments and to provide upward mobility. Three conditions must be met to allow upward mobility through job growth: (1) the higher level duties must exist in the organization; (2) the managers or supervisors must delegate them to an employee; and (3) the employee must perform them successfully.

**MANAGER AND  
SUPERVISOR  
RESPONSIBILITIES:**

- .04 Managers and supervisors are responsible for assigning work to each employee within the organization and for monitoring job duties and performance. Managers ensure that all employees are informed of the responsibilities and requirements of their positions. Managers and supervisors should ensure that comparable levels of work are assigned and performed by employees in the same series and level.
- .05 Managers and supervisors prepare job descriptions for individual positions as needed to support reclassification of existing positions or to establish new ones. Job descriptions should identify essential functions of the position. A manager or supervisor should propose a position classification review when the work assigned and performed

## Position Classification

indicates a higher or lower level than the current position classification.

### POSITION CLASSIFICATION:

- .06 For purposes of salary administration, each position in the Laboratory is classified into 1 of 5 series. Each position (except those in the Technical Staff Member [TSM] Series) is also assigned a level, depending on the nature of the duties of the position and, in some cases, the function and level of the organization. Each position is designated as exempt or nonexempt, depending on whether it is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Positions are classified in accordance with the Laboratory's policies on nondiscrimination.

**NOTE:** The full designation of a position includes the job title, series, level, FLSA category, work schedule, and length of appointment. *For information on work schedules and length of appointment, see [AM 301](#).*

- .07 The position classifications described below apply to full-time, part-time, and casual employees, regardless of the length of their appointment. They do not apply to employees hired under any of the Laboratory's special employment programs.

### DESCRIPTION OF SERIES:

- .08 The Specialist Staff Member (SSM) Series, the Organizational Support (OS) Series, the General Support (GS) Series, and the Technical Support (TEC) Series are known collectively as the Structured Series. The fifth series is the TSM Series.

### Specialist Staff Member

- .09 The SSM Series includes administrative and managerial jobs in nontechnical professional or administrative staff occupations with a multi-divisional scope. Occupations in the SSM Series are

Those that are generally recognized as a professional or administrative specialty and require specialized knowledge that is normally gained through the combination of a bachelor's

## Position Classification

degree (or higher) and relevant, progressively responsible experience;

Those that require incumbents to be certified or licensed and to adhere to professional standards; and

Managerial positions in administrative or support organizations.

The SSM Series includes 6 levels, all of which are exempt. Nonmanagerial jobs are placed in levels 1 through 4 according to the duties of the position. Managerial jobs are placed in levels 3 through 6 based on organizational level and job content, as determined by the cognizant Associate Director (AD). See [.21](#) and [AM 200.I](#).

### Organizational Support

- .10 The OS Series consists of exempt professional and administrative support and nonexempt support positions that primarily provide service to their employing organizations. The OS Series includes all jobs in an organization that primarily support the management and administration of that organization. The series includes 8 levels; levels 1 through 6 are nonexempt, and levels 7 and 8 are exempt.
- .11 ***Hierarchical Positions*** — Positions in the OS Series that are secretarial in nature are classified according to the responsibilities of the position and the level of the organization (group, division, directorate, Director's Office). A higher level is available in each organization to recognize additional responsibilities. The base level is called the Hierarchical (H) level, and the additional level is called the maximum or H+1 level. The principal secretary in an organization can be classified at H or H+1; however, the H level is the highest level available for nonprincipal secretaries in any organization. Each organization is limited to 1 principal secretary. In addition to the positions in the secretarial hierarchy, division- and directorate-level offices may have a Staff Assistant position. These positions are classified in the OS Series according to the responsibilities of the position and the level of the organization. See [AM 200.II](#).

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## Position Classification

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| <b>General Support</b>        | .12 | The GS Series includes specialized administrative, clerical, and nonclerical positions that support a Laboratorywide function. The series contains 8 levels. Levels 1 through 6 are nonexempt, and levels 7 and 8 are exempt. Positions are classified according to the responsibilities of the position.  |
| <b>Technical Support</b>      | .13 | Employees in the Technical Support (TEC) Series provide technical support and expertise to Laboratory programs and organizations. The TEC Series contains 8 levels; levels 1 through 6 are nonexempt, and levels 7 and 8 are exempt. Classification is based on the responsibilities of the position and an assessment of individual technical contributions. Level 8 is not currently available but is reserved for future use. |
| <b>Technical Staff Member</b> | .14 | A Technical Staff Member is an employee who has technical credentials as a scientist or engineer and who is performing a job requiring those credentials. This includes practicing scientists and engineers who are conducting, supporting, or managing the Laboratory's research and development programs. All positions in the TSM Series are exempt from the overtime provisions of the FLSA. The TSM Series has no levels.   |

### CLASSIFICATION COMMITTEES:

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| <b>Staff Member Review<br/>Committee</b> | .15 | The Staff Member Review Committee (SMRC) reviews and recommends approval or disapproval of proposals to hire, transfer, or promote an individual into the TSM Series when the individual does not possess the minimum academic credentials required for the position but is qualified in all other respects. The members of the committee represent a broad spectrum of technical expertise and a cross section of Laboratory organizations. Compensation Analysts from the Compensation Group (PS-4 ) act as liaisons to the SMRC but do not participate as voting members. See <a href="#">AM 627</a> . |
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## Position Classification

**Job Level Committee** .16 The Job Level Committee determines the appropriate series, occupational field, level, and job title for positions in the SSM, OS, and GS Series and ensures consistency and equity in the position classification process. The Job Level Committee is made up of all PS-4 Compensation Analysts and managers.

**TEC Committee** .17 The TEC Committee reviews and approves the reclassification of all positions in the TEC Series. The TEC Committee also identifies subject matter experts to assist as needed in the evaluation of TEC Series positions. The committee is made up of several PS-4 Compensation Analysts appointed by the PS-4 Group Leader.

### CLASSIFICATION OF NEW OR VACATED POSITIONS:

**Technical Staff Members** .18 When an organization sends an Employment Requisition for a nonmanagement position in the TSM Series to the Employment Group (PS-1), the Employment Representative reviews it and forwards it to PS-4. A Compensation Analyst verifies that the position meets the criteria for inclusion in the TSM Series. If it does not, the Compensation Analyst contacts the hiring manager and recommends appropriate action, which may include establishing the position in the Structured Series.

**OS, GS, and SSM Series** .19 Before advertising a position in the OS, GS, or SSM Series the requesting manager must send a narrative description of the position through the appropriate higher-level manager to PS-4. The narrative must describe the essential functions of the position and address

- The complexity of problems encountered in the position,
- The freedom to act and independence,
- The position's accountability and impact,
- The knowledge and skills required,

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## Position Classification

The type and level of supervisory responsibilities, if any, and

The relationship between that position and other positions in the organization.

**NOTE:** When a principal secretarial position is vacated PS-4 determines if it should be advertised at the H or H+1 level.

- .20 A PS-4 Compensation Analyst reviews the narrative and, when necessary, conducts an audit. The Analyst evaluates the position according to standard Laboratory job classification criteria, using standard job descriptions and market information where appropriate. The Analyst presents his or her recommendation to the Job Level Committee, which approves or disapproves the proposed classification. The Analyst then notifies the requesting manager of the decision. If the proposal is disapproved, the manager then has 30 calendar days from the date of the written notification to appeal the decision to the Job Level Committee.

**EXCEPTION:** The Compensation Analyst may approve any position at or below OS-4 or GS-4, principal secretarial positions at the H level, and other levels specified by the PS-4 Group Leader without the action by the Job Level Committee.

### Management Positions

- .21 For group-level management positions in the SSM Series, the cognizant AD determines whether to classify the position at SSM-3 or SSM-4. The Director of Human Resources (DHR) approves the creation of all group-level management positions in both the TSM and SSM Series before the positions are advertised. The Deputy Director must approve the creation of management positions at the division level, and the Director approves those at the directorate level.

### TEC Series

- .22 Before advertising a position in the TEC series, the requesting manager must submit an Employment Requisition and a proposal to PS-4 through the appropriate higher-level manager. The proposal

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## Position Classification

should indicate the requested classification and describe the responsibilities of the position. The Compensation Analyst, working with the manager, develops an Individual Position Description (IPD) using a standardized questionnaire and a computerized evaluation process. The Compensation Analyst approves or disapproves the requested classification based on a comparison of the proposal with the Laboratory's standardized TEC Series job descriptions, the computerized evaluation, and market comparisons. If the request is approved, the Analyst signs the Employment Requisition and sends it to PS-1 for processing. If the request is disapproved, the Analyst contacts the manager and recommends appropriate action. The manager has 30 calendar days from the date of the notification to appeal the decision to the TEC Committee.

- .23 **TEC Level 7** — If the organization wishes to establish a new position classified at TEC level 7, the Compensation Analyst may call on individuals identified by the TEC Committee to provide technical assistance in evaluating the proposal. The requesting manager presents the merits of the proposal to the Compensation Analyst and any others who have been requested to assist in the evaluation. The Analyst recommends approval or disapproval to the TEC Committee, which approves or disapproves the request. The Compensation Analyst notifies the proposing manager of the decision. If the proposal is disapproved, the manager has 30 calendar days from the date of the written notification to appeal the decision to the DHR.

### ADDITIONAL INCUMBENTS:

- .24 When a manager wishes to add incumbents to a position that has been classified with the approval of the Job Level Committee, the Analyst will review and evaluate the additional positions. If the Analyst determines that the additional positions are the same as the original, he or she approves the additions without review by the Job Level Committee.

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## Position Classification

### PROMOTIONS:

#### Definition

- .25 A promotion is any employment action that places a nonmanager employee in a position with a higher salary range than the previously held position. A change in job title alone does not constitute a promotion. Changes in employment status, for example, part-time to full-time, and changes from nonexempt to exempt status are not promotions. An acting appointment does not constitute a promotion. A salary increase does not necessarily accompany a promotion. See [AM 202](#).

#### Structured Series

- .26 An employee in the Structured Series may be promoted by being selected to fill a position with a higher salary range or by assuming duties that result in the position being reclassified to a higher level. Structured Series employees must remain in each level for at least 12 months before they are eligible for promotion to the next level.

- .27 ***Limitation on Structured Series Promotions*** — When a Structured Series employee is the selected candidate for a nonmanagerial position classified 1 or more levels above the candidate's current position, the individual must be promoted to the advertised level of the position when both of the following conditions are satisfied:

The employee meets all of the stated qualification requirements for the new position and

The employee has held a position at the level just below that of the advertised position for 12 months or longer. The lower-level position must be in the same job family or involve job duties and responsibilities highly comparable to those of the advertised position.

If the selected employee does not meet these conditions, the position is offered at the appropriate series, level, and title, as determined by PS-4. The Compensation Analyst determines the appropriate series, level, and job title. After the employee has served in the new position for 12 months or as soon as he or she meets both of the conditions described above, his or her manager



## Position Classification

must propose a reclassification to the advertised level as described in .34-.39.

**NOTE:** This procedure does not apply to managerial positions in the SSM Series.

- .28 **Exceptions** — The hiring manager may request an exception to this limitation by sending a memo to the appropriate Compensation Analyst. The PS-4 Group Leader grants exceptions if the manager shows that the selected employee has demonstrated experience (whether acquired through Laboratory employment or elsewhere) and/or education at the level immediately below and in the same job family as the advertised position.

### STRUCTURED SERIES DEMOTION:

#### Definition

- .29 For nonmanagers, a demotion is any involuntary reduction in salary or an involuntary position reclassification or transfer that results in a lower salary range than the previously held position. Changes in job title, FLSA exemption category, or employment status or the loss of shift or other pay premiums do not constitute demotions. The return to a previously-held position following an acting appointment is not a demotion. A demotion is not necessarily accompanied by a change in salary. See [AM 202](#).

#### Notification Requirements

- .30 When a reclassification that constitutes a demotion occurs, the manager must notify the affected employee of the action in writing at least 30 days before the reclassification becomes effective.

### RECLASSIFICATION OF INCUMBENTS:

#### TSM Series

- .31 Occasionally, Structured Series employees, especially those in the TEC Series, who lack technical degrees are assigned and successfully perform job duties typically assigned to TSM Series employees. In such instances, managers may propose that the employee be reclassified to the TSM Series.

## Position Classification

.32 **Proposal** — To propose reclassification of a position in the Structured Series to a TSM position, the manager sends a memorandum, through the appropriate higher-level managers, to PS-4 requesting the reclassification. The memorandum includes a description of the employee's duties, research assignments, completed projects, and other information that supports the proposal.

.33 **Review** — The Compensation Analyst reviews the proposal, gathers additional information, if necessary, and arranges for the proposal to be reviewed by the SMRC. The incumbent and the proposing manager are responsible for presenting the proposal to the SMRC. The SMRC reviews the proposal and the manager's presentation and recommends approval or disapproval of the reclassification. The SMRC prepares a written recommendation to the DHR. If the SMRC recommends that the position be classified in the TSM Series, the SMRC Chairperson forwards the package to the DHR for approval. If the SMRC recommends against reclassification, the sponsoring manager may appeal the decision to an appeals committee assembled by the SMRC Chairperson.

### OS, GS, and SSM Series

.34 **Proposal** — When an SSM, OS, or GS employee has been at the current level for at least 12 months and there is well-documented evidence that the employee is performing higher-level duties, the manager submits a memo, through his or her manager, to PS-4 describing the higher-level duties. The memo must cite specific examples of the higher-level work and address

The complexity of problems the incumbent solves,

The incumbent's freedom to act and independence,

The incumbent's accountability and impact on the organization and the Laboratory,

The knowledge and skills demonstrated by the incumbent,

The incumbent's supervisory responsibilities, if any, and

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## Position Classification

The relationship between the incumbent's position and other positions in the organization.

.35 **Review** — The Compensation Analyst reviews the proposal and, if necessary, arranges an audit of the position, which may include interviews with the employee and his or her supervisors and coworkers. The audit may include an examination of other positions in the organization. The Compensation Analyst evaluates the position according to standard Laboratory job classification criteria, using standard job descriptions and market information where appropriate.

.36 **Approval** — The Analyst presents his or her recommendation and relevant internal position comparisons to the Job Level Committee. The Job Level Committee approves or disapproves the proposed classification. The Analyst notifies the manager of the decision. If the proposal is disapproved, the manager has 30 calendar days from the date of the written notification to appeal the decision to the Job Level Committee.

### TEC Series

.37 **Request** — To reclassify a position in the TEC series, the requesting manager submits a proposal through the appropriate higher-level manager to PS-4 requesting a reclassification and describing the responsibilities of the position and the incumbent's major contributions. The Compensation Analyst, working with the manager, develops an IPD using a standardized questionnaire and a computerized evaluation process.

.38 **Approval** — Based on a comparison of the proposal with the Laboratory's standardized TEC Series job descriptions, the computerized evaluation, and market comparisons, the Compensation Analyst recommends approval or disapproval of the requested classification and submits the request to the TEC Committee for approval or disapproval. The Analyst notifies the manager of the decision. If the request is disapproved, the manager has 30 calendar days from the date of the written notification to appeal the decision to the TEC Committee.

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## Position Classification

- .39 **TEC Level 7** — If the organization has requested reclassification to a TEC level 7, the Compensation Analyst may call on technical experts to assist in evaluating the proposal. The incumbent and his or her immediate supervisor present the merits of the proposal to the evaluation team. The Compensation Analyst recommends approval or disapproval of the request to the TEC Committee. The Analyst notifies the manager of the decision. If the request is disapproved, the manager has 30 calendar days from the date of the written notification to appeal the decision to the DHR.

### Second Proposal

- .40 If a request for a reclassification in any of the Structured Series is disapproved and is either not appealed or is disapproved on appeal, the manager may not propose the same individual for a reclassification again for 12 months from the date of the disapproval.

### NONCREDENTIALLED CANDIDATES:

- .41 If an external candidate selected for a TSM Series position does not possess the required academic degree, as stated in the employment requisition, the SMRC must review the candidate's qualifications. If an internal candidate does not possess the required academic degree but previously held a position in the TSM Series, that candidate's qualifications do not need SMRC review.